

2004 ANNUAL PUBLIC FILE EEO REPORT
JUNE 1, 2004

(To be completed by each station or each station group annually and placed in each station's public inspection file and on each station's web site)

Call Sign of Station(s): WRC-TV

1. List all full-time job vacancies filled by any station covered by this report during the past year.
 - Assignment Editor
 - Account Manager
 - Account Manager
 - Vice President of News and Operations
 - Assistant News Director
 - News Operations Manager
 - Account Manager
 - National Sales Manager
 - Executive Producer
 - Account Manager
 - Account Manager
2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form.*
3. In total, how many interviewees did the station (or station group) interview for all the full-time job vacancies identified in response to Question 1? 131
4. In total, how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station? Please provide this information in matrix form.

Name of Recruitment Source	Total Number of Interviewees Referred During Year
America's Job Bank	0
Asian American Journalist Association	0
Broadcast Employment Services	0
D.C. Department of Employment Services	0
Howard University	0
Medialine	0
Montgomery Works	0
National Association of Broadcasters	0
National Association of Hispanic Journalists	0
National Lesbian and Gay Journalists Association	0
National Television Academy	0
Native American Journalist Association	0
Spots'N Dots	20
St. Luke's House (back to work program)	0
TV Week	2
Washington Post	3
Women Empowered Against Violence, Inc.	0
Women in Film and Video	0

5. Please summarize the station's (or station group's) broad recruitment outreach initiatives during the past year. Please identify each initiative in which the station substantially participated; the date(s) of each initiative; the names and titles of the station personnel

who participated in each initiative; and a short summary of the nature and extent of the station's participation in each initiative.

RECRUITMENT/OUTREACH INITIATIVES DURING REPORTING PERIOD

WRC-TV is committed to diversity and equal employment and as such has conducted broad and extensive recruitment outreach over the last year. The Station's outreach efforts include the following:

JOB FAIR PARTICIPATION

Michael Jack, President & General Manager of WRC-TV, has been an active participant in the following job fairs:

National Association of Hispanic Journalists Annual Conference - New York, NY June 2003

National Association of Black Journalists Annual Conference - Dallas, TX August 6-8, 2003

Asian American Journalists Association Annual Conference - San Diego, CA August 13-16, 2003

In addition, Janifer Claytor, Human Resources Administrator, participated in the Howard University School of Communications Career Fair on October 23-24, 2003, and Michael Jack and Janifer Claytor participated in the GE African American Forum job fair in July 2003.

STUDENT CAREER WORKSHOP

WRC-TV hosted a Student Career Workshop on April 17, 2004 at the Station's studios in Washington, DC. The event was sponsored by the National Association of Television & Programming Executives (NATPE). Aisha Karimah, Director of Community Affairs, coordinated the event with representatives from NATPE and Michael Jack, President & General Manager, Rachel Manning, Director, Human Resources, and Ede Jermin, Planning Manager, participated on a career development panel during the event.

INTERNSHIP PROGRAM

WRC-TV has a thriving internship program operated in conjunction with NBC News. Between June 2003 and May 2004, over 145 students from more than 45 colleges and universities participated in the internship program. Of these participants, 97 served as interns with the Station.

EMMA BOWEN FOUNDATION FOR MINORITY INTERESTS IN MEDIA/WORK-STUDY SCHOLARSHIP PROGRAM

In the last year, WRC-TV has sponsored two (2) students with the Emma Bowen Foundation for Minority Interests in Media. The students work for the Station during their semester breaks and the Company matches their earnings 100% to help them offset their expenses.

HOWARD UNIVERSITY COURSE

In conjunction with the John H. Johnson School of Communications at Howard University, WRC-TV designed and conducted a course for the Spring 2004 semester on the strategies of running a TV station. The course was facilitated by Aisha Karimah, Director, Community Affairs and Michael Jack, President & General Manager, Vickie Burns, VP News, Mike Miller, VP Sales, Angela Owens, Director, Station Information, Donna Weston, Director, Advertising & Promotion, Lisa Feldman, Marketing Manager, Paul Bruton, Marketing Manager each gave lectures to students on areas such as Sales, Marketing, News and Advertising & Promotion.

ON-AIR ANNOUNCEMENTS OF VACANCY INFORMATION

When WRC-TV has job vacancies, it also reaches a very large potential applicant pool by running on-air announcements six times per week adjacent to various newscasts (including the top-rated 11p.m. newscast) referring individuals to both nbc4.com and the NBC 4 jobline for information on current job openings. In addition, WRC-TV now regularly advertises such job openings in The Washington Post.

NBC/TELEMUNDO IS AN EQUAL OPPORTUNITY EMPLOYER

*Information does not include any relationship covered by a JSA.

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ Assignment Editor _____

Date Job Filled: _____ 7/23/03 _____

Recruitment Source
That Referred

Ultimate Hire: _____ Employee Referral _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Medialine.com	Box 51901 Pacific Grove, CA 93950	Nark Shilstone	800-237-8073	No
Washington Post	1150 15 th Street, NW Washington, DC 20017	Carol Winn	202-334-4100	No

(ATTACH ADDITIONAL SHEETS AS NEEDED)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ Account Manager _____

Date Job Filled: _____ 8/4/03 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Spots n Dots _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th St, NW Washington, DC 20011	Carol Winn	202-334-4100	No
Spots n Dots	167 Oakdale Road Johnson City, NY 13790	Dai Korba	607-729-7295	No
TV Week	6500 Wilshire Blvd Suite 2300 Los Angeles, CA 90048	Eric Chasko	323-370-2415	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Raamthal	301-519-8253	Yes

(ATTACH ADDITIONAL SHEETS AS NEEDED)

JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)

Station: _____ WRC-TV _____

Job Title: _____ Account Manager _____

Date Job Filled: _____ 8/18/03 _____

Recruitment Source
That Referred _____

Ultimate Hire: _____ Employee Referral _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th St, NW Washington, DC 20011	Carol Winn	202-334-4100	No
Spots n Dots	167 Oakdale Road Johnson City, NY 13790	Dai Korba	607-729-7295	No
TV Week	6500 Wilshire Blvd Suite 2300 Los Angeles, CA 90048	Eric Chasko	323-370-2415	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Raamthal	301-519-8253	Yes

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ VP, News _____

Date Job Filled: _____ 9/27/03 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Internal _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th Street NW Washington DC 20017	Carol Winn	202-334-4100	No

(ATTACH ADDITIONAL SHEETS AS NEEDED)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ Assistant News Director _____

Date Job Filled: _____ 10/27/03 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Internal _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th Street NW Washington DC 20017	Carol Winn	202-334-4100	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Ramtahal	301-519-8253	Yes

(ATTACH ADDITIONAL SHEETS AS NEEDED)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC _____

Job Title: _____ News Operations Manager _____

Date Job Filled: _____ 12/1/03 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Internal _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th Street NW Washington DC 20017	Carol Winn	202-334-4100	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Ramtahal	301-519-8253	Yes
Broadcast Employment Services	PO Box 4115 Oceanside, CA 92502	Mark Halloway	760-745-8177	Yes

(ATTACH ADDITIONAL SHEETS AS NEEDED)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ Account Manager _____

Date Job Filled: _____ 12/9/03 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Spots n Dots _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th St, NW Washington, DC 20011	Carol Winn	202-334-4100	No
Spots n Dots	167 Oakdale Road Johnson City, NY 13790	Dai Korba	607-729-7295	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Ramtahal	301-519-8253	Yes
Broadcast Employment Services	PO Box 4115 Oceanside, CA 92502	Mark Halloway	760-745-8177	Yes

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ National Sales Manager _____

Date Job Filled: _____ 1/5/04 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Internal _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th St, NW Washington, DC 20011	Carol Winn	202-334-4100	No
Spots n Dots	167 Oakdale Road Johnson City, NY 13790	Dai Korba	607-729-7295	No
TV Week	6500 Wilshire Blvd Suite 2300 Los Angeles, CA 90048	Eric Chasko	323-370-2415	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Ramtahal	301-519-8253	Yes
Broadcast Employment Services	PO Box 4115 Oceanside, CA 92502	Mark Halloway	760-745-8177	Yes

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC _____

Job Title: _____ Executive Producer _____

Date Job Filled: _____ 1/16/04 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Internal _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Washington Post	1150 15 th NW Washington DC 20017	Carol Winn	202-334-4100	No
Montgomery Works	701 Russell Ave E 205 Gaithersburg, MD 20877	Harri Ramtahal	301-519-8253	Yes
Broadcast Employment Services	PO Box 4115 Oceanside, CA 92502	Mark Halloway	760-745-8177	Yes

(ATTACH ADDITIONAL SHEETS AS NEEDED)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ Account Manager _____

Date Job Filled: _____ 4/26/04 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Internal _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
See Attached List				

(ATTACH ADDITIONAL SHEETS AS NEEDED)

☐ **America's Job Bank**

<http://www.ajb.org>
ajbdev@ajb5.ajb.org

☐ **Asian American Journalist Association**

post@aaaja.org
Karen Swing (415) 346-2051 ext. 104
karens@aaaja.org
post@aaaja.org
1182 Market St.
Suite 320
San Francisco, CA 94102

☐ **Broadcast Employment Services**

Tvjobs.com
Mark C. Halloway (760)745-8177
P.O. Box 4116
Oceanside, CA 92052
Requested Notices

☐ **D.C. Department of Employment Services**

Roosevelt Bland (202)724-7000
(202) 576-385
www.dcnetworks.org
Washington, DC 20005

☐ **Howard University**

Carol Dudley-coordinator, Office of the Dean-communication
(202) 806-5806
cdudley@howard.edu
525 Bryant St., NW
Howard University
Washington, DC 20059

☐ **Montgomery Works**

701 Russell Ave. E 205
Gaithersburg, Maryland 20877
Phone: 301-519-8253
Fax: 301-519-8259
Harri Ramtahal
hramtahal@montgomeryworks.com

☐ **National Association of Broadcasters**

Karen Hunter (202) 429-5300
khunter@nab.org
1771 N Street NW
Washington, D.C. 20036

☐ **National Association of Hispanic Journalists**

jobbank@nahj.org
Leticia Salazar (202) 662-7483
1000 National Press Building
Washington, DC 20045-2001

☐ **National Lesbian and Gay Journalist Association**

Lynette Spencer (202) 588-9888
lspencer@nlgja.org
1420 K Street, NW
Suite 910
Washington, DC 20005

dc-380646

☐ **National Television Academy**

Emmyonline.org
Jim Hollingsworth (202)364-6843
jehollingsworth@msn.com
9405 Russell Road
Silver Spring, MD 20910

☐ **Native American Journalist Association**

Ron Walters (605) 677-5282
Al Neuharth Media Center
555 No. Dakota St.
Vermillion, SD 57069

☐ **Spots'n Dots**

Spotsndots.com
Dai Korba (607)729-7295
167 Oakdale road
Johnson City., NY 137900
seltv@aol.com

☐ **St. Luke's House**-back to work program

6040 Southport Drive
Bethesda, MD 20814
Phone: (301) 493-4200
Fax: (301) 493-6209
Dave Kokosi
kokoskid@stlukeshouse.com

☐ **TV Week**

Tvweek.com
Eric Chasko (323)370-2415
6500 Wilshire Blvd.
Suite 2300
Los Angeles, CA 90048

☐ **Washington Post**

(202)334-4100
employmentads@washpost.com
1150 15th St. NW
Washington, DC 20071

☐ **Women in Film and Video**

Meghann Devine (202) 429-WIFV
wifv@hers.com
1919 M Street, NW
Suite 225
Washington, D.C. 20036

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: _____ WRC-TV _____

Job Title: _____ Account Manager _____

Date Job Filled: _____ 5/17/04 _____

Recruitment Source

That Referred

Ultimate Hire: _____ Client Referral _____

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
See Attached List				

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<http://www.ajb.org>
ajbdev@ajb5.ajb.org

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post@aaaja.org
Karen Swing (415) 346-2051 ext. 104
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San Francisco, CA 94102

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Tvjobs.com
Mark C. Halloway (760)745-8177
P.O. Box 4116
Oceanside, CA 92052
Requested Notices

☐ **D.C. Department of Employment Services**

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www.dcnetworks.org
Washington, DC 20005

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525 Bryant St., NW
Howard University
Washington, DC 20059

☐ **Montgomery Works**

701 Russell Ave. E 205
Gaithersburg, Maryland 20877
Phone: 301-519-8253
Fax: 301-519-8259
Harri Ramtahal
hramtahal@montgomeryworks.com

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Washington, DC 20005

dc-380646

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jeollingsworth@msn.com
9405 Russell Road
Silver Spring, MD 20910

☐ **Native American Journalist Association**

Ron Walters (605) 677-5282
Al Neuharth Media Center
555 No. Dakota St.
Vermillion, SD 57069

☐ **Spots'n Dots**

Spotsndots.com
Dai Korba (607)729-7295
167 Oakdale road
Johnson City., NY 137900
seltv@aol.com

☐ **St. Luke's House**-back to work program

6040 Southport Drive
Bethesda, MD 20814
Phone: (301) 493-4200
Fax: (301) 493-6209
Dave Kokosi
kokoskid@stlukeshouse.com

☐ **TV Week**

Tvweek.com
Eric Chasko (323)370-2415
6500 Wilshire Blvd.
Suite 2300
Los Angeles, CA 90048

☐ **Washington Post**

(202)334-4100
employmentads@washpost.com
1150 15th St. NW
Washington, DC 20071

☐ **Women in Film and Video**

Meghann Devine (202) 429-WIFV
wifv@hers.com
1919 M Street, NW
Suite 225
Washington, D.C. 20036